



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## JUVENILE FACILITY SUPERINTENDENT I

Job Number: 20001135

Job Code: 62480V150716

Job Group: 6200 - HUMAN SERVICES

Job Established: 08/01/1994

Job Revised: 07/16/2015

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an extended initial probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under administrative direction, has managerial responsibility for all programs and services in a day treatment center or group home and supervises employees in the daily operations of the facility; OR Serves as the assistant to a Juvenile Facility Superintendent II in carrying out the daily activities in a detention or residential facility; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have two years of experience in public or business administration.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in the supervision and care of young adults (ages 12-21) in a community setting, residential, correctional, group home, detention, military or day treatment program will substitute for the required college on a year-for-year basis. Two years of this experience must have been as a supervisor in a community setting, residential, correctional, group home, detention, military or day treatment program.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Administers all aspects of a day treatment program or group home program to include treatment, health, recreation and business responsibilities. May be assigned as the assistant superintendent of a residential or detention facility assisting in the above duties under the direction of a Juvenile Facility Superintendent II. Ensures treatment plans are designed to meet the needs of the youth assigned to the program. Consults with psychologists, as well as the professional staff to monitor the progress of youth assigned to the program. Determines when a youth has made sufficient progress in the treatment program to warrant alternative placement. Supervises professional and paraprofessional staff in the implementation of designed treatment programs. Prepares budget recommendations, coordinates training, develops appropriate staffing patterns, monitors compliance with national standards, evaluates the work performance of subordinates, and attends departmental meetings. Conducts and/or attends training sessions to assist in the development of plans for meeting the needs of the youth assigned to a specific program.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Typically works in a day treatment, group home, detention or residential facility. Incumbents may exert physical effort in the proper restraint of youth based on behavior. May perform other physical activities in assisting youth with recreational and work related projects.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*